

### DEQ Assistance

- DWRP/SRF loans
- Financial Assessment program
- Outreach

### Financial Assessments (FA)

- For water systems
- Populations of less than 10,000
- Voluntary and no charge

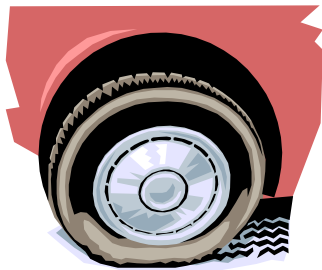
### FA Process

- Submit documentation
- DEQ review
- Onsite visit
- DEQ prepares a FAP
- Sends FAP to community
- FAP is basis for DWRP loan
- Follow-up as necessary

### Asset Management

- Asset management is a systematic process of operating , maintaining, and upgrading assets cost-effectively, (American Associate of State Highway and Transportation Officials)
- It's the active practice of managing the physical assets of an enterprise to achieve the maximum benefit from that asset

What if your car needs new tires?



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What if your car needs a new engine?



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### Decision Factors

- Cost of Repair
- How long the repair will last
- Age of the car
- Value of the car
- Condition of the car
- Past experience with the car or other relevant experiences
- Do you have money to pay for the repair?
- Operation and maintenance cost of existing car
- How does spending money on the repair affect other financial needs?
- Cost of a new car (or “new to you” used car)
- How long the new car will last
- Can you get a loan for the new car?
  - What interest rate
  - What payment terms
- Operation and maintenance costs
- Do you still need a car at all? Can you take the bus/train/car pool/bike/walk/car pool?

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### How do the two decisions compare?

#### • Tire



- Easy choice
- Cost of a new tire is so small next to cost/value of car
- Repairing tire restores car to pre-tire failure condition

#### • Engine



- Complicated decision
- Cost of repair is high
- Repair may not add enough life to car to be worth it
- Financing enters into the decision

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### Benefits of Asset Management

- Make more informed decisions
- Save time by planning ahead
- Back up budget talks with solid facts
- Improve customer service

### Asset Management Core Questions

1. What is current state of the Utility's assets?
2. What is the Utility's required level of service (LOS)
3. Which assets are critical to sustained performance?
4. What are the Utility's best Capital Improvement Project (CIP) and O&M strategies?
5. What is the Utility's best long term financing strategy?

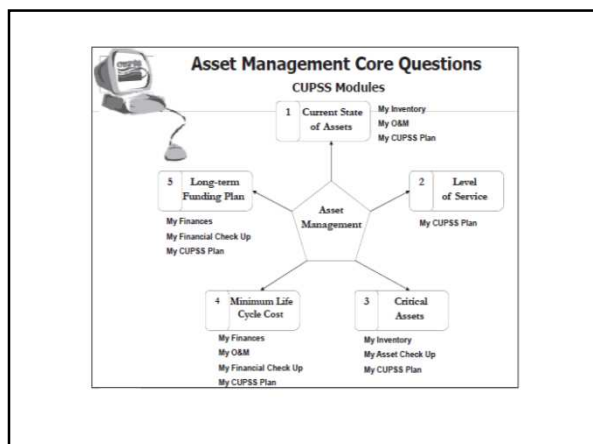
### How Will it Help?

- Asset management has many benefits
  - “Make investment decisions – large and small – based on understanding of life cycle costs and benefits.”
  - “Set Service Levels and make investments needed to meet them – now and into the future.”
  - “Reduce asset risk through capital investments, or changed maintenance practices and response protocols.”

### Asset inventory

- What is it?
- Where is it?
- How much does it cost?
- How long will it last?
- How important is it?





## Get Started with CUPSS Software

**Check Up Program for Small Systems**

Getting Started: Utility Information

The first step in setting up CUPSS is to enter your basic utility information.

(\*) Indicates required fields

Utility Name:

Select Type of Facility: ☐ Drinking Water ☐ Wastewater

PNPSSID:  NPNPSS Number:

Estimated Number of Customers:  Flow (cfs):

Street Address:

City/State/Zip:  Select State:

Phone, Fax:

**CUPSS Homepage**

Check Up Program for Small Systems

Welcome Back Helen, Ready View Asset Subdivision - DW

What would you like to do today?

On Some Training

Create or Update My Schematic

Create or Update My Inventory

Print My Check Up Reports

Enter a New Task or Work Order

Search Asset and Maintenance

Enter My Financials

Work on My CUPSS Plan

My Calendar

My Messages and Alerts

Reminder - Today's Tasks

Tasks Currently Past Due

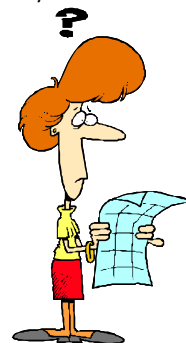
Assets Needing Update

Number of High Risk Assets

## Inventory List Form

What Assets Are at the Utility?

- When was it **installed**?
- When was the last major **repair**?
- What **maintenance** will be performed this year?
- When are the major components scheduled to be **replaced**?
- Do you have or know where to get replacement **parts**?
- Will you be **financially** prepared to replace a major component if it fails?



**Check Up Program for Small Systems**

Ready View Asset Subdivision - DW Asset Inventory

The Inventory section allows you to maintain a schematic, establish an asset inventory list, view asset information and search your data.

Create or Add the Schematic

Create or Add the Inventory

Ready View Asset Subdivision - DW Schematic

The Schematic section allows you to maintain a schematic, establish an asset inventory list, view asset information and search your data.

Create or Add the Schematic

Create or Add the Inventory

Ready View Asset Subdivision - DW Schematic

The Schematic section allows you to maintain a schematic, establish an asset inventory list, view asset information and search your data.

Create or Add the Schematic

Create or Add the Inventory

## Asset Inventory List

**Check Up Program for Small Systems**

Wages of Inverness-Water Capital Improvements

Status and Condition - Required to Calculate Priority

Condition: Fair (Average)  Major (CoF of 8)

Redundancy: 0%  Can this asset be repaired? ☐ Yes ☐ No

Asset Status: Active ☐ Can this asset be rehabilitated? ☐ Yes ☐ No

Select Asset Replaced:  Show asset in the schematic? ☐ Yes ☐ No

Capacity: Full

Cost and Maintenance

Installation: 01/01/1947  Original Cost:

Expenditure: 50.00  Replacement Cost: 199000.00

Useful Life:  Routine Maintenance:  per/month

Maintained According to Factory Recommendation ☐

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# CUPSS Section: My Finances

Check Up Program for Small Systems

Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory C & W My Finances My Check Up My CUPSS Page

**Ready View Across Subdivisions: DW Finances** [Export Data | Fresh Blank Worksheet](#)

The My Finances section allows you to enter expense and revenue information in multiple common categories. (\*) Indicates required fields

**General Year Information**

Select Previous Year:  Select a year  Enter a new year: Select a year:  [Import Data From Previous Year](#) [CUPSS 4.0](#)

\* Enter total cash-on-hand:  and interest rate:

**Your Expenses and Revenue**

\* Types of Cost:  \* Budgeted Amount:  \* Actual Amount:  \* Deduction:

Select a type of cost:  \$  [Add another Line Item](#)

and Select Types of Cost:  Select a type of cost:

Expense	Budgeted	Actual	Deduction Rate	Revenue	Budgeted	Actual	Deduction Rate
<div>Total Expenses: 0 0 Total Revenues: 0 0</div> <div> <a href="#">Total</a> <a href="#">Cancel and Add Another Year</a> </div>							

CUAPS Plan Check Up Program for Small Systems

Set up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory O & M My Finances Check up My CUAPS Plan

Select View Across Subdivision - DW Finances

Print Blank Worksheet

The My Finances section allows you to enter expense and revenue information in multiple common categories.

(\*) Indicates required fields

Select Previous Year  Select a year  Enter a new year  Select a year  Impact Data From Previous Year ☐

Enter total cash-on-hand  and interest rate

Type of Cost  Budgeted Amount  Actual Amount  Inflation

Select a type of cost  Add another Line Item

and Select Type of Cost  Select a type of cost

Expense	Budgeted	Actual	Inflation Rate

Revenue	Budgeted	Actual	Inflation Rate

Total Expense  Save

Total Revenue  Save and Add Another Year

My Finances

Line graph showing Actual Revenue, Budgeted Revenue, Actual Expense, and Budgeted Expense over time (1990 to 2000).

Actual Revenue Budgeted Revenue Actual Expense Budgeted Expense

## Generate My Financial Check Report

**Check Up Program for Small Systems**      Set-up | Switch Utility | Create User | Help | Settings

My Home
My Inventory
My C & M
My Finances
My Check up
My CUPS

### Beauty View Across Subdivision - DW, Financial Check Up Report

This screen allows you to fine-tune your financial check projections.

	2019	2020	2021	2022	2023	2024
<b>Industries</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Growth</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Cash on Hand &amp; Reserve Fund</b>	\$12727.36	\$1935.84	\$19358.24	\$19358.24	\$19358.24	\$19358.24
<b>Annual Operating Expenses</b>	\$622.00	2700.00	9999.27	9999.27	9999.26	9999.26
<b>Capital Improvements</b>	0.00	2500.00	90000.00	0.00	5000.00	0.00
<b>Annual Debt Payment</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cashflow/Revenue</b>	\$1566.33	\$1648.77	\$1699.77	\$1699.77	\$1699.77	\$1724.77
<b>Capital Expenditures</b>	\$1700.00	\$2000.00	\$7014.00	\$0.00	\$0.00	\$0.00
<b>Long-term Revenue</b>	\$1965.34	\$1705.95	\$1747.49	\$1890.25	\$1978.96	\$1995.00
<b>Total Annual Cash of Working Budget</b>	\$12316.07	\$10071.41	\$1401.22	\$21496.19	\$21061.42	\$21746.00
<b>Revenue from Fees</b>	0.00	0.00	0.00	\$433.38	\$433.37	\$433.37
<b>Revenue from Grants</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Revenue from Licenses</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Revenue Miscellaneous</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Other Revenue</b>	0.00	0.00	20000.00	0.00	0.00	0.00
<b>Revenue Available for Debt</b>	0.00	0.00	0.00	0.00	0.00	0.00

**Ratios**

Year	Debt	Ratio	Index	Expense
2019	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00

**Click to Expand (Save to Update)**

Financial Projection Summary

Revenue
Exp
Debt
Grants
Licenses
Other

< Previous
Save Report
Generate Report

Check Up Program for Small Systems

Set-up | Switch Utility | Create User | Help | Training | Exit

My Home My Inventory My O & M My Expenses My Check up My CLPSS Plan

**Ready View Across Subdivisions - O&M Asset Inventory Report**

Select from the criteria below to customize your Asset Check Up Report and click "Print Report".

Select Utility: Ready View Across Subdivisions - O&M

Include in the Report: High Risk Assets Only

Select Asset Status to Include:

- Active
- Not in Use - Abandoned
- Not in Use - Back Up
- Future Investment

Print Report

Print

Data & Reports

My Check Up Status

My Check Up History

Print

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## Support For Users

### CUPSS Supporting Materials

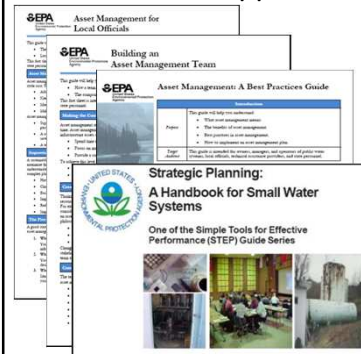
- CUPSS User's Guide
- CUPSS Workbook
- Tutorials/training
- User E-mail List
- CUPSS Web site ([www.epa.gov/cupss](http://www.epa.gov/cupss))

### Asset Management Supporting Materials

- STEP Guides
- Best Practices Guides
- Web cast training
- AM Web site



## EPA Support Materials



- Best Practices Guides
- STEP Guides
- Web cast training
- AM Web site

## CUPSS Resources



### How to get CUPSS Resources:

- Electronic Versions:  
CUPSS Website  
([www.epa.gov/cupss](http://www.epa.gov/cupss))
- Print Versions:  
User's and Trainer's Kits

## Vermontville Remarks

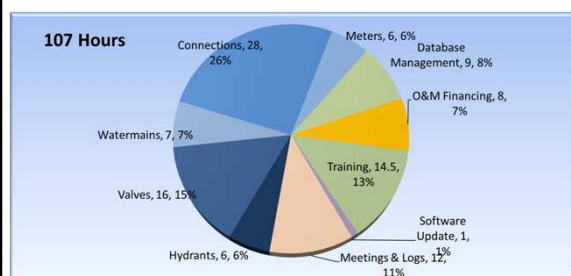
### Challenges

- O&M Tasks
- Re-organizing Inventory
- 'Search' Feature
- System Schematic
- Data Entry
- Software Response
- Importing Data

### Successes

- User-friendly
- Start-up
- Help Menus
- Generating Reports
- Prompts
- Training Videos

## Vermontville – Study by Hours



## St. Ignace Remarks

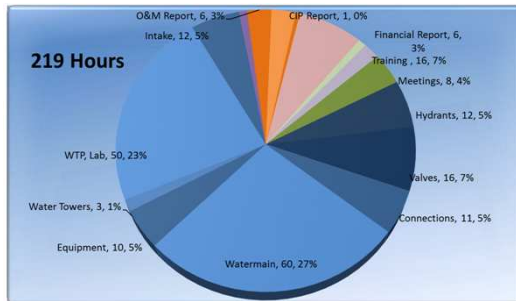
### Challenges

- Saving items
- O&M Tasks
- Re-organizing Inventory
- 'Search' Feature
- Mapping & Time
- Data Entry

### Successes

- Budgeting Reports
- Valuable to DPW
- User Friendly
- Prompts
- Start-up
- User Guide

### St. Ignace - Study by Hours



### Lessons Learned:

- Realized many assets were not inventoried in any way
- CUPSS is a valid tool for more than just asset inventory
  - Budget setting
  - Long range planning
  - Producing reports for officials
- CUPSS is easy to learn and use
- EPA/CUPSS provides support and ongoing updates
- CUPSS is an active tool
- Small systems can benefit from CUPSS asset management planning

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